

# Board of Fire Commissioners

Fire District #2

Township of South Brunswick

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Regular Meeting  
Third Monday at 7:00 P.M.  
Monmouth Junction Fire House

P.O. Box 114  
Monmouth Junction, N.J. 08852

## ***AGENDA*** ***May 15, 2017*** ***7:00 PM***

- 1. Call to Order and Pledge of Allegiance***
- 2. Notice of Compliance***

This meeting is being held in compliance with the Public Law Meeting Notice of the Public Laws of 1975. Notice of this meeting was given by way of annual notice filed with the Township Clerk, The Home News & Tribune and posted on the bulletin board of the South Brunswick Township Municipal Building, March 2017.
- 3. Roll Call***
- 4. Public Comment***
- 5. Approval of Minutes***
  - A. April 17, 2017 Regular Meeting
- 6. Professional Reports***
  - A. Fire Chief
  - B. District Coordinator
  - C. Insurance Chairman
  - D. Treasurer
  - E. Legislative
- 7. Old Business***
  - A.
- 8. New Business***
  - A. Discussion on Chief's Request for Purchase of Equipment
  - B. Discussion on Station 20 Maintenance Projects
  - C. Discussion on Ground & Aerial Ladder Testing
  - D. Discussion on 2016 Audit Report
  - E. Resolution #17-17, Acceptance of Audit Report for the Year 2016
  - F. Items Timely and Important
- 9. Voucher List***

(See Attached)
- 10. Public Comment***
- 11. Adjournment***

*Voucher List*

<i>A</i>	Republic Services #689	341.43
<i>B</i>	Kleen-Tec Maintenance, LLC	415.00
<i>C</i>	Verizon Wireless	256.90
<i>D</i>	PSE&G Co.	1,703.25
<i>E</i>	Verizon	404.24
<i>F</i>	Ready Refresh	42.90
<i>G</i>	Alan Landscaping	668.75
<i>H</i>	CMF Business Supplies, Inc.	172.26
<i>I</i>	Monmouth Junction Vol. Fire Department	562.94
<i>J</i>	Preferred Batteries	55.65
<i>K</i>	All Hands Fire Equipment	693.87
<i>L</i>	New Jersey Fire Equipment Co.	9,010.00
<i>M</i>	New Jersey Fire Equipment Co.	2,595.00
<i>N</i>	Fire & Safety Services, LTD.	1,095.00
<i>O</i>	Agin Signs and Designs	70.00
<i>P</i>	OK Enterprises, LLC	100.00
<i>Q</i>	Auto King Parts & Supplies	239.76
<i>R</i>	Access Health Systems	7,780.00
<i>S</i>	Fire Security Technologies, Inc.	277.00
<i>T</i>	Matt Pinter Door Company	336.00
<i>U</i>	Donald C. Rodner, Inc.	582.96
<i>V</i>	New Pig Corporation	569.64
<i>W</i>	Holman Frenia Allison, P.C.	2,100.00
<i>X</i>	Approved Fire Protection Company	170.20
<i>Y</i>	Mercer County Community College	200.00
<i>Z</i>	Main Electric Supply Company, Inc.	6.88
<i>AA</i>	Witmer Public Safety Group	93.00
<i>BB</i>	Electronic Measurement Labs, Inc.	158.00
<i>CC</i>	Middlesex County Fire Academy	414.00
<i>DD</i>	Minerva Cleaners	171.75
<i>EE</i>	Tactical Public Safety, LLC	3,114.72

*Approved*  
*6/14/17*

REGULAR MEETING  
SOUTH BRUNSWICK TOWNSHIP  
BOARD OF FIRE COMMISSIONERS – DISTRICT #2  
May 15, 2017

**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

The meeting was called to order by Chairman Spahr at 7:00 pm followed by a salute to the flag.

**2. NOTICE OF COMPLIANCE**

Chairman Spahr read the Public Laws Meeting Notice of the Public Laws of 1975.

**3. ROLL CALL**

Present:     Comm. Potts  
              Comm. Smith  
              Comm. Wolfe  
              Comm. Young  
              Chairman Spahr

**4. PUBLIC COMMENT**

No one from the floor desired to address the Board.

**5. APPROVAL OF MINUTES**

**A. April 17, 2017 Regular Meeting**

Comm. Potts made a motion to approve the minutes of the April 17, 2017 regular meeting, seconded by Comm. Young.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

**6. PROFESSIONAL REPORTS**

**A. Fire Chief's Report**

Captain Sean Wert reviewed the Fire Department's April 2017 activity report (see attached).

Captain Wert reported that Chief Smith was advised by the County Fire Marshal that a resolution accepting the donation of the trench rescue trailer and equipment should be on the agenda for the County Freeholder's meeting on June 1<sup>st</sup>.

Captain Wert reported that the Fire Department continues to receive the weekly progress reports and photos from Pierce Manufacturing for the construction of the new engine. Captain Wert further reported that completion of construction is still on track for June with the final inspection trip tentatively planned for the first week of the month.

Captain Wert reported that as a follow-up to his March Chief's report, Chief Smith met with the Fire Official and the development construction manager on May 3<sup>rd</sup> at the Cambridge Crossing townhome complex to review fire truck access into and around the site. Tower 201 and Engine 206 were taken to the development, along with an engine and the Chiefs from the

Kingston Fire Company. During the meeting it was found that the driveway into the site off Route 522 is four feet narrower than the 18 foot code requirement. The driveways in the site, while challenging to maneuver, all met code requirements. Captain Wert reported that the Fire Official will confirm that the driveway entrance is widened and all parking regulations in the site are maintained.

**B. District Coordinator's Report**

Comm. Smith reviewed the May 2017 Coordinator's Report (see attached).

**C. Insurance Chairman's Report**

Comm. Smith reported that there is nothing new to discuss at this time.

**D. Treasurer's Report**

Comm. Young reported that he distributed the latest financial reports to the Commissioner's mailboxes earlier this afternoon. Comm. Young clarified that the report does not include the capital lease account, and will include that information upon delivery of the new truck.

Comm. Young reported that there were no deposits since the last meeting.

Comm. Young reported that he will report on the audit under New Business.

**E. Legislative Report**

Comm. Potts reported that the bills to allow Fire Districts to move elections to November were anticipated to be passed this month but there have been no approvals so far.

**7. OLD BUSINESS**

Comm. Potts reported that he and Comm. Smith met with Councilman Carley and the Township Manager to discuss staffing of the Fire Safety Bureau. Comm. Potts further reported that as of tonight to the best of his knowledge the vacant Deputy Fire Official position has yet to be filled. Comm. Smith reported that in the discussion with the Manager, he and Comm. Potts discussed rumors that this Board was in favor of hiring a current Township employee that applied for the vacancy, and that if that person was not hired the Board would be pulling the funding given to the Township for a Deputy Fire Official's position. Comm. Smith expressed to the Manager the Board's position to not recommend the hiring of any specific person, but the expectation that the person who is hired is qualified and that all inspections are being completed.

**8. NEW BUSINESS**

**A. Discussion on Chief's Request for Purchase of Equipment**

Comm. Smith read Chief Smith's request to purchase three high-pressure air bags in the amount of \$2,268.00 from Continental Fire & Safety to replace bags currently in service that are 13 years old and have passed their life expectancy.

Comm. Potts made a motion to approve the purchase of three high-pressure air bags from Continental Fire & Safety at a cost of \$2,268.00, seconded by Comm. Wolfe.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

Comm. Smith read Chief's Smith request for the purchase of a new facemask fit-test machine at a total cost of \$7,795.00. Comm. Smith read that the cost would be split between the three fire districts at a cost per district of \$2,598.33, with Fire District #1 being the primary purchasing entity.

Comm. Smith made a motion to approve the joint purchase of a fit-test machine with Fire Districts 1 & 3 at a cost of \$2,598.33 each, seconded by Comm. Wolfe.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

#### **B. Discussion on Station 20 Maintenance Projects**

Comm. Smith reported that Coordinator Smith received a quote from White Brothers Masonry to perform engine bay apron and sidewalk preventive maintenance at Station 20 in the amount of \$1,700.00.

Comm. Young made a motion to approve apron and sidewalk preventive maintenance by White Brothers Masonry in the amount of \$1,700.00, seconded by Comm. Potts.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

#### **C. Discussion on Ground & Aerial Ladder Testing**

Comm. Smith reported that Coordinator Smith received a quote from Diversified Inspections to perform the aerial and ground ladder testing in the amount of \$1,628.45.

Comm. Wolfe made a motion to approve the aerial and ground ladder testing by Diversified Inspections at a cost not to exceed \$1,700.00, seconded by Comm. Smith.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

#### **D. Discussion on 2016 Audit Report**

Comm. Young reported that he received the draft audit report last Thursday, which was forwarded to the other members of the Board for review the same day. Comm. Young further reported that Chairman Spahr, Coordinator Smith and he met with the auditors to perform an exit conference to review the report. Comm. Young further reported that there were no findings identified by the auditor. Comm. Young reported that he received an electronic copy of the final audit report this afternoon and that hard copies of the report will be mailed.

#### **E. Resolution #17-17, Acceptance of Audit Report for the Year 2016**

Comm. Potts made a motion to approve Resolution #17-17, seconded by Comm. Smith.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

#### **F. Items Timely and Important**

Comm. Potts reported that the President of the State Association of Fire Districts has plea-bargained his charges and will not be serving jail time.

Chairman Spahr reported that with the upcoming final inspection trip to Pierce Manufacturing for the new engine, he has asked Comm. Wolfe to represent the Board due to a personal matter.

Comm. Young reported that he attended a Fire Department committee meeting for a potential dedication of the new engine. Comm. Young further reported that he asked Coordinator Smith to research insurance coverage for such an event, which will be discussed more at the next District meeting.

#### **9. VOUCHER LIST**

Comm. Wolfe made a motion to approve the voucher list as posted, seconded by Comm. Smith.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

#### **10. PUBLIC COMMENT**

No one from the floor desired to address the Board.

#### **11. ADJOURNMENT**

Comm. Young made a motion to adjourn seconded by Comm. Smith and by a voice vote all voted in affirmative. Meeting adjourned at 7:39 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department  
Monthly Activity Report  
April 2017

**INCIDENT RUNS**

3 Structure Fires  
1 Vehicle Fires  
Dumpster/Compactor/Trash/Refuse Fires  
3 Trees, Brush, Grass, Mulch Fires  
Fires, Other  
1 Vehicle Extrications (Jaws)  
Motor Vehicle Accident (No Extrication)  
1 Rescue Call (Elevator, Trench, Confined Space, High Angle, Animal, etc.)  
4 Haz-Mat Spill / Leak No Ignition  
2 Arcing / Shorted Electrical Equipment / Power Line Down / Electrical Problem  
Hazardous Condition  
2 Service Call (Unauthorized Burning, Water Problem/Leak, Lockout, etc.)  
Assist Police / EMS / Landing Zone  
Stand-By / Cover Assignment  
1 Dispatched & Cancelled En Route  
3 Smoke Scare / Odor Removal / Problem  
14 System Malfunctions  
9 Unintentional System / Detector Operation  
2 False Calls  
Other

**46 Total Runs for 278.27 Man-Hours**

**DEPARTMENT ACTIVITIES**

1 Board of Fire Commissioners Meeting  
1 Chief's Meeting  
Line Officer's Meeting  
1 Regular Department Monthly Meeting  
1 Relief Association Meeting  
OEM Meeting  
Meetings, Committee Function, Other  
2 Work Night  
Work Detail  
2 Drills  
1 Training Sessions  
Parade/Wetdown  
Public Relations  
Stand-by Assignment (Non-Incident)  
Viewing/Funeral

**201.60 Man-Hours**

**Total Man-Hours for the Month: 479.87**

**Fire Safety:**

*Referrals Sent – 9*

*Responded to Scene – 6*

## Fire District Coordinator's Report May 15, 2017

- Fire Security Technologies was at Station 20 on 4-21-2017 to replace a faulty door sensor for the burglar alarm.
- A mechanic from Fire & Safety Services was at Station 21 on 4-24-2017 to install the siren interlock on Engine 206 as well as install LED headlights in Support Unit 207.
- Approved Fire Protection was at Station 20 on 4-28-2017 to perform the 6-month inspection on the kitchen hood fire suppression system, which is in proper working order at this time.
- Matt Pinter Door Company was at Station 21 the evening of 5-2-2017 after a bay door was damaged by a First Aid Squad ambulance. A replacement door has been ordered and an insurance claim was submitted by the Squad through their insurance company.
- Air & Gas Technologies was at Station 21 on 5-3-2017 to perform the 6-month preventive maintenance service on the Bauer breathing air compressor, which is in proper working order at this time.
- Fire Security Technologies performed the annual fire alarm system inspection at both stations on 5-4-2017. The alarm systems are in proper working order with no repairs required.
- TruGreen performed the lawn treatment at both stations on 5-10-17.
- Cummins Power Systems performed the 6-month preventive maintenance on the emergency generators at both stations on 5-11-2017. Both generators are in proper working order at this time.
- Tasc Fire Apparatus was at Station 20 on 5-12-2017 to perform the annual preventive maintenance on the Hurst rescue equipment. The combination cutter/spreader tool was sent back to Hurst for repair of a hydraulic fluid leak.
- As we get closer to taking delivery of the new Engine #204, I have been working on compiling information on the old truck in preparation for its sale. I plan on having a resolution for next month's meeting to declare the truck surplus and a recommendation for disposal.

### **Insurance:**

- There is nothing new to report this month.



**THE COMMISSIONERS OF FIRE DISTRICT NO. 2  
IN THE TOWNSHIP OF SOUTH BRUNSWICK, COUNTY OF MIDDLESEX**

**RESOLUTION #17-17**

**Acceptance of Audit Report for Year 2016**

WHEREAS, N.J.S.A. 40A:14-89 requires the governing body of each Fire District to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended December 31, 2016 has been completed and filed with the Commissioners of the Township of South Brunswick Fire District No. 2, and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each District to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17,

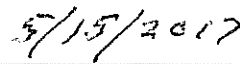
NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Township of South Brunswick Fire District No. 2 hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2016, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the District is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF A RESOLUTION PASSED AT A MEETING HELD ON MAY 15, 2017.



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Roger S. Potts, District Clerk



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(Date)